



OFFICE OF PUBLIC INSTRUCTION

PO BOX 202501
HELENA MT 59620-2501
www.opi.mt.gov
(406) 444-3095
(888) 231-9393
(406) 444-0169 (TTY)

Linda McCulloch
Superintendent

MEMORANDUM

To: Authorized Representatives and Project Directors of IDEA, Part B Projects
From: Frank Podobnik, IDEA Part B/Data and Accountability Unit Manager
Date: November 17, 2008
Re: Special Education Child Count Reporting – Count Date: December 1, 2008

DUE DATES: December 31, 2008 (Wednesday)

Application Opens: November 24, 2008 (Monday)

This memo is the only notice you will receive on the Child Count Data Collection.

The application and supporting documents for Child Count reporting can be found on the OPI Web site at: <https://enthl001.mt.gov/Citrix/MetaFrame/auth/login.aspx>.

REMINDERS:

Unique State ID: This 9-digit number is a required field. A unique state ID has been assigned to each student in the state through the OPI's Achievement in Montana system (AIM). The preprinted list of students that is provided in the Child Count data collection application (worksheet report and data entry screen) shows the numbers that were reported last year for each student. Please verify that these are correct. **This field cannot be left blank.** Preschool students and private school students must also be assigned a State ID. If a district has not gone through the process of having State IDs assigned to all their students, this must be completed before Child Count is submitted so those IDs can be included in the Child Count. For more information on the State ID process, please call Sara Loewen at (406) 444-3494 or Nicole Weissman at (406) 444-3495.

Preschool Level of Performance: This refers only to those students, ages 3-5 and some 6 year olds, entered as part of the Child Count Data Collection. If the student is 3-5 years of age on the count date of December 1, 2008, then Preschool Level of Performance information is required. For any students who were reported in December 2007, that have turned 6 years old since June 30, 2008, please ensure that Levels of Performance have been entered. Data for filling out this screen is found on the student's IEP report (page 4) titled "Outcome Measures for 3, 4, 5, and 6-Year-Old Children." Remember, if a student with an IEP is in a preschool program within the district, regardless of the location of the preschool program, the district must report each student under the school the student will attend when he/she begins attending school.

"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."

The application will be open for school districts and cooperatives to print out Worksheets (preprinted list of students from the previous year) for each school on November 24, 2008. User names and passwords will be needed for this procedure. The instruction manual provides detailed instruction on logging on, accessing and printing reports.

The Child Count Instruction Manual may be downloaded or printed from the OPI Web page at <http://www.opi.mt.gov>. User names and passwords are not required to access the manual. Simply enter the OPI Web page, click on the IRIS tab at the top of the screen and select the Instructions link on the bottom right of the screen. The manual can be found under the Special Education Data collection list of resources.

The timeliness and reliability of your data submission will play a key role in your LEA determinations. All data submitted will be used in federal and state legislative reporting, as well as in the determination of fiscal budgetary requirements, so ***accuracy and timeliness are critical***.

Thank you for taking the time to ensure accurate reporting of this very important data collection process. If you have ANY questions about this reporting process, please contact Lisa Smith at 406-444-0685 or via e-mail at lsmith2@mt.gov.